

# **PUBLIC LIBRARY STAFF EDUCATION PROGRAM**

## **Guidelines and Instructions**

**2007/08**

**Application Receipt Deadline: 4:00 p.m., March 19, 2007**

**Please note the following changes in the program:**

Effective 2007/08, no individual shall be reimbursed more than \$5,000 per grant year. And no individual shall receive reimbursement for more than 5 grant years under this program.

Any indirect costs associated with administering a grant under this program must be provided in-kind by the library.

**CALIFORNIA STATE LIBRARY**  
**PUBLIC LIBRARY STAFF EDUCATION PROGRAM**

**2007/08**

*(a.k.a. the Tuition Reimbursement Program)*

**PROGRAM BACKGROUND**

This program has been developed to address the formal library education needs of California public library staff seeking a Master's degree in library and information science. This program is intended to assist public library staff seeking or working on securing a library degree, by supplying grant funds to the applicant student's employing library for reimbursement of the student's course tuition costs. Eligible applicant libraries must apply for the grant funds on behalf of their staff that qualify for tuition reimbursement under this program.

*The Executive PLSEP Component* of the program is designed specifically to address the library education needs of public library directors seeking their MLIS degree through an executive MLIS program like the one currently offered at San Jose State University. The intent of this component is to provide grant funds to the successful applicant's library for reimbursement of the director's course fees.

**PROGRAM GOAL**

The ultimate goal of this program is to increase the number of librarians in public libraries available to serve underserved and geographically isolated populations, and children and young adults.

**LIBRARY ELIGIBILITY CRITERIA**

Because federal Library Services and Technology Grant Act funds are used to fund this program, grant awards can only be made to applicant libraries on behalf of their eligible students. The library is responsible for administration of funds to successful applicant staff according to the administration guidelines appearing elsewhere in this packet. Only California public libraries and county law libraries are eligible to receive funds under this program.

**STUDENT/STAFF ELIGIBILITY CRITERIA**

- Applicants must be employed full or part-time in a California public library or county law library, with employment having begun at least one year prior to application, or receipt of any tuition reimbursement funds.
- Applicants must be pursuing their Master's degree at an ALA-accredited library school.

**(Note:** Applicants enrolled in non-California based distance education programs who are selected to receive tuition reimbursement will **only** receive reimbursement up to the equivalent cost of attending a California-based library education program.)

- Applicants applying under the *Executive PLSEP Component* must be currently employed as the director of a California public or county library, and be pursuing their Master’s degree through San Jose State University’s Executive MLIS program.

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<sup>1</sup>Note: This program is a tuition reimbursement program only. Other fees, such as technology course fees, student fees, books, etc., are not reimbursable under this program.

**PROGRAM PARAMETERS**

Effective 2007/08, no individual shall be reimbursed more than \$5,000 per grant year. And no individual shall receive reimbursement for more than 5 grant years under this program.

**SELECTION CRITERIA**

**New applicants:**

Awards are made on a competitive basis. Individual applications will undergo a two-step review process by a committee comprised of representatives from California public libraries. All applications will first undergo a two-part review. A “blind review” will be done on the applicant’s essay/statement of commitment, experience, and training attended. Then a review of the applicant’s recommendation letters and workload to be undertaken and proximity toward completion of the program will be done.

Applications from new applicants will be evaluated and scored as follows:

<u>First Review</u>	<u>Maximum Possible Score</u>
Essay/Statement of Commitment	30
Experience	
Work-related	10
Community/volunteer	10
Skills and abilities	10
Training/workshops attended	10
Subtotal	(70)
 <u>Second Review</u>	
Recommendation Letters	20
Estimated Date of Graduation and workload to be taken	10
Subtotal	(30)
TOTAL	100

**Past Recipients Continuing their Studies:**

Applications from past recipients who are continuing their studies will be given priority consideration. These applications will be evaluated only on the essay segment, and updated letters of recommendation.

**Current Directors of Public Libraries or County Libraries Applying Under the Executive Component:**

Applications received from directors of California public or county libraries will be reviewed only by State Library staff and the State Librarian.

The amount of funding available to this program varies from year to year.

**TIME TABLE**

March 19, 2007	Deadline for Receipt of Applications at the State Library
July 2007	Anticipated Notification to Library of Award or Non-Award
July 1, 2007	Grant year begins
June 30, 2008	End of grant award year

**APPLICATION INSTRUCTIONS FOR LIBRARIES**

- Please distribute a copy of this complete packet to past recipients on your staff, and any new potential applicants.
- Complete and sign (in blue ink) the Application for Grant Funds.
- Submit the following to the State Library:
  1. The original and 2 copies of the signed Application for Grant Funds.
  2. The original and six copies of the student/staff member's application packet (*New applicants have been instructed to provide you with the original and six copies of their application packet at least one month in advance of the deadline. Past recipients who are continuing their studies have been instructed to provide you with the original and 3 copies of their application packets.*)

These documents must be received no later than 4:00 p.m. on **March 19, 2007** at:

California State Library  
Library Development Services Bureau  
Attn: PLSEP  
P. O. Box 942837  
Sacramento, CA 94237-0001  
(916) 653-5217

(900 N Street, 5<sup>th</sup> Floor)  
(Sacramento, CA 95814)

**Applications received beyond the deadline, but bearing a postmark date of March 19, 2007 or prior date are not acceptable. Facsimile submissions of applications are also not acceptable.**

## **LIBRARY ADMINISTRATION OF FUNDS**

Libraries that receive grant funds under this program are responsible for administering the tuition reimbursement to the staff member(s) designated in the award letter, providing the following conditions have been met:

1. The staff member(s) completed the course(s) within the grant year.
2. The staff member(s) provided the library with some form of printed verification of the course/tuition paid.
3. The staff member(s) received a minimum course grade (based upon an “A-F” grading scale), of “B-”, or if applicable, a “Credit” for a credit/no credit course. “Incompletes” do not qualify for reimbursement.
4. The applicant has signed a statement of commitment, or has satisfactorily pledged his/her commitment to continue employment with the public library at which he/she is employed for at least one year, if an equivalent or higher position is available.
5. The staff member(s) reimbursement shall not exceed \$5,000 during the grant year.

Because federal grant funds are being utilized for this program, all activity and course work for the award year must be completed no later than June 30<sup>th</sup> of the grant year.

Please note that any indirect costs of handling this potential grant are to be provided in-kind by your library. Grant awards made under this program will not include funds for indirect costs.

### **REPORTING REQUIREMENTS**

Libraries receiving grants will be required to submit quarterly LSTA financial reports, and a final narrative report. These forms are accessible on our website at [www.library.ca.gov/html/grants.cfm#report](http://www.library.ca.gov/html/grants.cfm#report)

## APPLICATION INSTRUCTIONS FOR STUDENTS

If you have not yet done so, please read the preceding pages of this application packet, paying special attention to the eligibility requirements.

***For new applicants (excluding library directors):***

Fill in the information requested on the Student Application Form and sign (in blue ink) where indicated. **Do not** attach any additional information unless specifically requested.

Please provide the original and six copies of your complete application packet to your library director for verification and submission to the State Library. Each copy must be paper clipped. It is recommended the application packets be provided to your library director at least a month before the application deadline.

If you would like verification of receipt of your application at the State Library, please attach a self-addressed stamped postcard to the first page of your application form.

Please be advised that tuition reimbursement awards made under this grant program do not cover the full cost of student fees each session, only the basic course fee. For example, at San Jose State University, in the Fall of 2006 a regular session student taking 6 units had to pay \$1,288 in tuition for that semester. However, the course fees for that semester was only \$900, and recipients under our tuition reimbursement program only received reimbursement for the \$900 course fee. Other required university fees, such as student union fees, student association fees, document fees, technology fees, and health fees, are also not reimbursed.

***For library directors who are new applicants or continuing students pursuing their degrees through the SJSU Executive MLIS program:***

Please complete the Executive Program application. Please sign in blue ink, and submit the original and three copies of the Application for Grant Funds and the Executive Program Application.

(Please note the maximum per student yearly reimbursement of \$5,000 also applies to students under this program.)

***For past recipients/continuing students:***

Complete questions #1 - #12 on the Student Application Form. Be sure to include your essay. If your interest and commitment to public library work has not changed since the previous year's application, you may submit the same essay as the previous year.

We are, however, requiring that you submit 2-3 **updated** recommendation letters with your application packet.

**NOTE FOR ALL APPLICANTS:** Failure to follow these instructions, or submission of an incomplete application will result in automatic disqualification of your application. No exceptions to this rule will be allowed.

## **COURSE FEE INFORMATION**

At this time we do not yet know what the 2007/08 rates will be. However, to give you an idea of the rates, below are the 2006/07 course fees for San Jose State University and the University of California at Los Angeles' Master's degree programs in library science.

### San Jose State University

#### Regular Session Students

For 1.0 – 6.0 units	\$900
For 6.1 or more units	\$1,551

#### Special Session Students

For each 3 unit course	\$1047
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### University of California, Los Angeles

\$6162/academic year educational fee

Other student fees and expenses, such as health fees, insurance fees, books etc., are not eligible for reimbursement under this program.

For more information on the Master of Library and Information Science program at San Jose State University, check out their website at <http://witloof.sjsu.edu>

For more information on the Master of Library and Information Science program at UCLA, check out their website at <http://www.gseis.ucla.edu>

For more information on Library and Information Studies programs across the nation, check out the information available on the American Library Association's website at <http://www.ala.org/alaorg/oa/lisdir.html>